

# Washington State Auditor's Office

## Audit Report

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### Kittitas County Conservation District

#### Audit Period

January 1, 1997 through December 31, 1999

Report No. 61933

Issue Date  
January 26, 2001



Washington \_\_\_\_\_  
***State Auditor***  
\_\_\_\_\_  
Brian Sonntag

# Audit Summary

## **Kittitas County Conservation District January 1, 1997 through December 31, 1999**

### ***ABOUT THE AUDIT***

This report contains the results of our independent audit of the Kittitas County Conservation District for the period January 1, 1997, through December 31, 1999.

We performed audit procedures to determine if the District complied with state laws and regulations and its own policies and procedures. We also audited the financial statements and evaluated internal controls established by District management. Our work focused on specific areas that have potential for abuse and misuse of public resources.

### ***RESULTS***

The District significantly complied with state laws and regulations and its own policies and procedures in the areas we examined. We also audited the financial statements and evaluated the internal controls established by District management.

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# Description of the District

## Kittitas County Conservation District January 1, 1997 through December 31, 1999

### ***ABOUT THE DISTRICT***

The Kittitas County Conservation District is dedicated to providing leadership to protect and improve the natural resources of Kittitas County. The District boundaries are synonymous with the County boundaries. A five-member Board of Supervisors governs the District. Citizens in the District elect three members of the Board at-large. The State of Washington Conservation Commission appoints two members of the Board. The District operates with an annual revenue base of approximately \$200,000 including state and federal grants. The District has three full- or part-time employees, including a manager hired in 1999 to carry out day-to-day operations.

### ***ELECTED OFFICIALS***

These officials served during the audit period:

Board of Supervisors:

Chair	Bob Haberman
Vice Chair	Mark Moore
Secretary/Treasurer	John Hanson
	Dale Dyk
	Clarence Harrell

Administrative Staff:

Manager	Anna Lael
Administrative Assistant	Jill Gallie
GIS Technician	Nicole McCoy

### ***ADDRESS***

District	607 East Mountain View Avenue Ellensburg, WA 98926-3863 (509) 925-9595 Extension 4
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# Audit Areas Examined

## Kittitas County Conservation District January 1, 1997 through December 31, 1999

In keeping with general auditing practices, we do not examine every portion of the Kittitas County Conservation District's financial activities during each audit. The areas examined were those representing the highest risk of noncompliance, misappropriation or misuse. Other areas are audited on a rotating basis over the course of several years. The following areas of the District were examined during this audit period:

### **LEGAL COMPLIANCE**

We audited the following areas for compliance with certain applicable state and local laws and regulations:

- Centennial Clean Water Fund
- Open Public Meetings Act
- Conflict of interest

### **INTERNAL CONTROL**

We evaluated the following areas of the District's internal control structure:

- Cash receipts
- Payroll
- Purchase of goods and services
- Cash disbursements – Treasurer's checking account

### **FINANCIAL AREAS**

In addition to the financial-related work listed in other categories, we audited the following areas:

- Overall presentation of the financial statements
- Revenues
- Cash and investments
- Expenditures

# Audit Overview

## **Kittitas County Conservation District January 1, 1997 through December 31, 1999**

### ***AUDIT HISTORY***

We audit the Kittitas County Conservation District every three years. The past two audits of the District have reported no findings.

District officials have taken steps in the past to make improvements and correct conditions noted in prior audits. We believe this reflects the District's commitment to maintain an efficient operation.

### ***CONCLUSIONS***

In the areas examined, we found the District complied with state laws and regulations and its own policies and procedures. We also found the District's financial statements were accurate and complete.

We appreciate the District's prompt attention to resolving prior audit issues and its commitment to ensure compliance with conditions reported this audit. We thank District officials and personnel for their assistance and cooperation during the audit.

# Independent Auditor's Report on Compliance with State Laws and Regulations

## Kittitas County Conservation District January 1, 1997 through December 31, 1999

Chairperson of the Board of Supervisors  
Kittitas County Conservation District  
Ellensburg, Washington

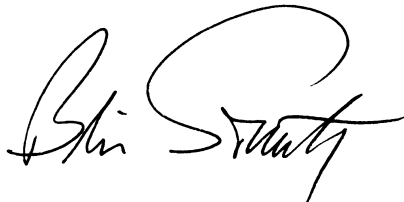
We have audited the financial statements of the Kittitas County Conservation District, Kittitas County, Washington, as of and for the years ended December 31, 1999, 1998 and 1997, and have issued our report thereon dated September 8, 2000.

We also performed tests of compliance with state laws and regulations as required by *Revised Code of Washington* (RCW) 43.09.260. This statute requires the State Auditor to inquire as to whether the District complied with the laws and the *Constitution of the State of Washington*, its own ordinances and orders, and the requirements of the State Auditor's Office.

Compliance with these requirements is the responsibility of the District's management. Our responsibility is to make a reasonable effort to identify any instances of misfeasance, malfeasance or nonfeasance in office on the part of any public officer or employee and to report any such instance to the management of the District and to the Attorney General. However, the objective of our audit of the financial statements was not to provide an overall opinion on compliance with these requirements. Accordingly, we do not express such an opinion.

The results of our tests indicated that, with respect to the items tested, the District complied, in all material respects, with the applicable laws and regulations referred to in the preceding paragraphs. With respect to items not tested, nothing came to our attention that caused us to believe that the District had not complied, in all material respects, with those provisions.

This report is intended for the information of management and the Chairperson of the Board of Supervisors and to meet our statutory reporting obligations. This report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.



**BRIAN SONNTAG, CGFM**  
STATE AUDITOR

September 8, 2000

# Independent Auditor's Report on Financial Statements

## Kittitas County Conservation District January 1, 1997 through December 31, 1999

Chairperson of the Board of Supervisors  
Kittitas County Conservation District  
Ellensburg, Washington

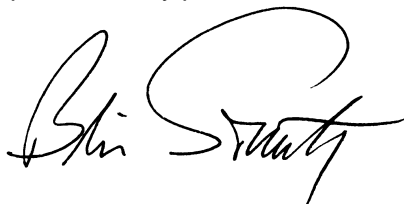
We have audited the accompanying financial statements of the Kittitas County Conservation District, Kittitas County, Washington, for the years ended December 31, 1999, 1998 and 1997. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1 to the financial statements, the District prepares its financial statements on the cash basis of accounting that demonstrates compliance with Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles.

In our opinion, the financial statements referred to above present fairly, in all material respects, the recognized revenues and expenditures of the funds of the Kittitas County Conservation District for the years ended December 31, 1999, 1998 and 1997, on the cash basis of accounting described in Note 1.

Our audit was performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedules of Expenditures of State and Local Awards are presented for purposes of additional analysis. These schedules are not a required part of the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented, in all material respects, in relation to the financial statements taken as a whole.



**BRIAN SONNTAG, CGFM**  
STATE AUDITOR

September 8, 2000



# Financial Statements

## **Kittitas County Conservation District January 1, 1997 through December 31, 1999**

### ***FINANCIAL STATEMENTS***

Resources and Uses Arising from Cash Transactions – 1999  
Resources and Uses Arising from Cash Transactions – 1998  
Resources and Uses Arising from Cash Transactions – 1997  
Notes to Financial Statements – 1999, 1998 and 1997

### ***ADDITIONAL INFORMATION***

Schedule of Expenditures of State and Local Awards – 1999  
Schedule of Expenditures of State and Local Awards – 1998  
Schedule of Expenditures of State and Local Awards – 1997  
Notes to the Schedule of Expenditures of State and Local Awards – 1999, 1998 and 1997